

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission

☐ Redescription

☐ Reestablishment

☒ New

☐ Other

Explanation (Show any positions replaced)

3. Service

☒ Hdqtrs

☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

X0A1564

7. Fair Labor Standards Act

☒ Exempt

☐ Nonexempt

8. Financial Statements Required

☒ Executive Personnel Financial Disclosure

☐ Employment and Financial Interest

9. Subject to IA Action

☐ Yes

☒ No

10. Position Status

☐ Competitive

☒ Excepted (Specify in Remarks)

☐ SES (Gen.) SES (CR)

11. Position Is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive

☐ 3--Critical

☒ 2--Noncritical Sensitive

☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

Tier 3 Secret

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

Deputy White House Liaison and Senior Advisor to the Deputy Administrator

GS

0301

13

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

General Services Administration

c. Third Subdivision

a. First Subdivision

Office of the Administrator (A)

d. Fourth Subdivision

b. Second Subdivision

Office of the Chief of Staff (AC)

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Robert C. Borden, III
Chief of Staff

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Emily W. Murphy,
Administrator

Signature

DocuSigned by:
Robert Borden
043DF64876B5454...

Date

9/25/2020

Signature

DocuSigned by:
Emily Murphy
1FAC2BB05A9A4EE...

Date

9/25/2020

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Karla J. Hester, HR Specialist On behalf of:
Shonna James, Director of Executive Resources (CRE)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

DocuSigned by:
Karla Hester
53FEB2495EB04F6...

Date

9/25/2020

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

FPL = GS-13

25. Description of Major Duties and Responsibilities (See Attached)

**Deputy White House Liaison and Senior Advisor to the Deputy Administrator
GS-0301-13**

NATURE AND CONTROLS

This position is located in the Office of the Administrator and reports to the Chief of Staff. As Deputy White House Liaison, provides advice and assistance to this official and the White House Liaison on the conduct of the affairs of the General Services Administration (GSA). This position requires a close, personal and confidential relationship with the Administrator, including a thorough understanding of this official's views, policies, and objectives, as well as those of the Administration.

The applicable laws, regulations, agency policy, and Administrator's viewpoint provide the incumbent with a broad outline from which to function. Many issues are undefined, and therefore, incumbent frequently recommends what policies should be modified to adapt to current problems and issues. This work requires extreme tact and discretion in its proper performance, and the incumbent must be able to respectfully the confidential nature of many important nationwide matters in which the Administrator and/or Chief of Staff must take action. Performance is evaluated on the basis of results achieved.

Together with the White House Liaison, serves as the Administrator's representative in liaison with the White House, especially as it relates to individuals interested in or being considered for excepted positions in GSA, specifically Schedule C and noncareer SES positions. As such, the incumbent is GSA's contact for seeking White House approval for individuals selected for these positions.

MAJOR DUTIES AND RESPONSIBILITIES

The candidate supports the current GSA White House Liaison in tandem with the White House Presidential Personnel Office as it relates to individuals being considered for Schedule C or Noncareer SES positions.

Serves as an extension of the GSA White House Liaison and the Administrator.

This position requires a high degree of expertise in the incumbent's specific area of responsibility, a general knowledge of U.S. policy issues, considerable bureaucratic finesse and assertiveness, and an ability to think and write quickly, clearly, and analytically under frequently severe time constraints.

Has a comprehensive understanding of each of the roles and responsibilities for each Schedule C and Noncareer SES position at GSA.

Ascertaining non-career vacancies throughout GSA, assists in the referral of candidates to the Administrator for their consideration, and provides guidance to the Administrator concerning all aspects of non-career appointments and staff planning. This also includes sourcing candidates for Boards and Commissions falling under the auspices of GSA.

Ability to draft correspondence, memoranda, press releases in support of Presidential nominees to the Agency and also including to the Members of Congress and other senior government officials. The Deputy White House Liaison is also available to the Administrator and Deputy Administrator to provide advice, managerial tasking, and logistical planning for the formulation and implementation of policy priorities for the Agency.

Follows up on critical projects and programs, as assigned by the White House Liaison.

Uses utmost confidence and discretion on critical problems or areas of concern having broad and wide-ranging impact on GSA's relationship with stakeholders.

Performs other special projects and/or assignments of interest to the White House Liaison and Office of the Administrator, covering a wide range of confidential activities, and of a highly sensitive nature.

Assists the Deputy Administrator with tasks as assigned, including but not limited to calendaring, assisting with note taking in high-level meetings, updating tracker, and monitoring the activities of the Deputy Administrator.

Performs a variety of special assignments for the Deputy Administrator, to include serving as coordinator regarding the many activities and events in which the Deputy Administrator participates. Follows up to ensure all participants are aware of the specifics of the event or meeting including agenda items, time and place, or any other details to ensure its success, and helps with follow through on the handling of the details involved in carrying out the decisions reached or in implementing them.

As directed, attends ad hoc committees and/or work groups to record deliberations and assigned actions. Follows through on actions recommended to and accepted by the Deputy Administrator to determine if implementation is proceeding and provides status to the Deputy Administrator as appropriate.

Works cooperatively with GSA's staff offices and business lines to collect and coordinate necessary information and logistics for the Deputy Administrator. May participate in high level policymaking sessions with the Administrator, Deputy Administrator, Chief of Staff, Service Commissioners, Heads of Staff Offices and Regional Administrators. While not a policymaker, is expected to provide advice, recommendations and comments for the development of very important and critical policies. Follows up for the Deputy Administrator on program execution stage once the policy has been decided.

Performs "troubleshooting" assignments and special assignments requiring utmost confidence and discretion on critical problems or areas having broad impact on GSA and its relationships with important segments of the Federal community and industry partners.

This position is designated as a Tier 3 Non-Critical Sensitive/Secret.